

HOW TO...
PAGE 146

ADVANCED
PROJECTS
PAGE 154

COMPUTER
WORKSHOP
PAGE 156

HOW IT WORKS
PAGE 158

PROGRAMMING
EXPERT
PAGE 160

HOW TO... Network with Facebook

Facebook is revolutionising the way people contact friends and colleagues. Lauren Taylor explains how to join the club

Facebook is a social networking site designed to help colleagues and friends stay in touch. The emphasis is on joining networks. There are regional networks, such as London, which anyone can elect to join. There are also networks for organisations such as universities and workplaces.

The only way you can join one of these networks is to have an email address that matches the network's email address. So if there were a *Computer Shopper* network, you could join only if you had the coveted myname@computershopper.co.uk email address.

The fact that you're one of a lucky few who can join a network makes it strangely compelling. What's more, if your company or organisation has a Facebook network, it could be career limiting not to join. Here we show you how to get started.

1 Go to www.facebook.com and click on the big green Register button. Follow the onscreen instructions to sign up. On Facebook it is the convention to use your own name rather than a pseudonym. This makes sense if your workplace or educational establishment has its own network. If you use your name, be vigilant about your privacy settings and cautious about the personal details you post on your page. You'll be sent an email confirmation. Click on the link in the confirmation to complete the registration. On the page that opens, you can select

the regional network you want to join. This isn't obligatory, and it is worth keeping in mind that you can change your regional network only once every 60 days.

2 Your Facebook page will be looking bare at the moment. You can re-order most of the elements on the page. Move the cursor over the title bar of a section and, if it turns into a four-headed arrow, click and drag the section into place. Next, click on the Privacy link in the top right-hand corner and make sure you adjust the settings to protect your personal details.

3 Add some information about yourself. Click on the 'edit' link next to Profile at the top of the window. Think carefully about the information you put here, especially if it is likely to be viewed by future employers. Click on Profile to return to your page. Click on the 'edit' links on each section to make changes.

4 To add yourself to a group, simply click on the Groups link on the left-hand side. If you want to add yourself to a network, you need to click on the down-pointing arrow next to Networks at the top of the window and then select Join a Network. Enter the region or email address for your work or university. If you hit a blank then click on the link in the next page to put your employer or organisation forward as a network.

